



JOB ADVERT

Job Description: Romanian Speaking Legal Assistant / First Response Advisor

Job Location: M32 / remote /hybrid

Job Type: Permanent

Salary: £20500+; quarterly bonuses

Hours: Full time, Monday – Friday, 9:00 – 17:30

This is an exciting opportunity for Romanian speaking law graduates to join our Manchester solicitors firm

Our multi-national full- service law firm provides outstanding Client care and excellent quality legal services. We understand that it can only be achieved with the exceptional group of people for whom we wish to create friendly working environment and opportunities to develop a legal career.

Our firm is currently looking for a Romanian speaking Legal Assistant / First Response Advisor, who would be the liaison contact between our Romanian Clients and all departments and in addition would assist on matters where clients would need assistance with communication in English.

This is a great opportunity for law graduates to get their first position within a thriving law firm where full training and career progression are available to all staff. Applications are also welcome from individuals with previous legal experience which would be an advantage, although it is not necessary.

The Candidate

You should be a confident individual keen to develop yourself and your career.

You should have a law degree and hopefully some practical experience of working for a law firm, plus willingness and ability to progress your career and develop your skills is essential.

You will need to be a tenacious and passionate individual committed to delivering a first class service to clients with no exceptions.

You will have excellent attention to detail and be well organised.

Key requirements (skills, qualifications, experience)

- Be able to demonstrate strong communication skills
- Have excellent telephone manner
- Have excellent verbal and written communication skills in English and Romanian

- Previous experience in an office based role or legal background will be an advantage but all ambitious and enthusiastic individuals are welcome to apply for the position
- Be organised and able to prioritise workload

Benefits

The firm has a great working environment and team of enthusiastic and driven professionals that you will be working with. We focus on our employees providing opportunities and ability to develop and progress their careers. We encourage ideas and independent thinking. We believe that the role offers excellent growth potential within a dynamic and growing organisation.

How to apply

Please send you CV and cover letter to k.hosker@imd.co.uk